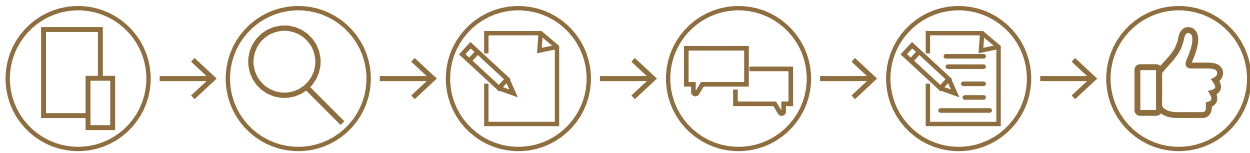


SuccessFactors Recruitment Process - Faculty Positions



1 Create Position

- The department admin/support creates or edits the position with HR Compensation.

2 Create Requisition

- Department Admin is the *Initiator* and creates the requisition in SuccessFactors.

3 Approve Requisition

- The *Budget Approver* (Business Office) reviews salary information and approves the requisition.
- The Requisition moves to the Department Admin in the *Department Recruiter* role (can be the same person as the Initiator) who reviews and completes any missing pieces for the OIE review.
- OIE plays the *Recruiter* role and reviews and approves the requisition.

4 Post Position

- The *Department Recruiter* (same person in step 3) receives the approved requisition from OIE and posts the position in SuccessFactors.

5 Review and Screen Applicants

- The *Initiator* and/or the *Department Recruiter* or *Recruiting Coordinator* can view and manage applicant pool. (Again, the Initiator and Department Recruiter can be the same person.) Some areas add another person for assistance and place them in the Coordinator role. How many admins need to see or help with the hiring process in SuccessFactors?

6 Select Candidates and Schedule Interviews

- The *Initiator* or *Department Recruiter* (Department Admin) can work with the *Search Committee* to narrow the candidates in the talent pipeline, move them to the interview bucket and schedule interviews.

7 Create Offer Letter and Route for Approval

- Your DFA creates (or assists Department Admin in creating) faculty offer letter using the templates and checklist from the Provost Offer Letter web page.

8 Complete Offer Approval in SuccessFactors and Move Candidate to Background Check

- The *Initiator* or *Department Recruiter* completes this step in SuccessFactors. (OIE will review and run reports and notify Talent Acquisition to run background check.)

9 Close Requisition and Move Candidate to Onboarding

- Talent Acquisition moves candidate to Ready to be Hired for all positions once background check is complete.
- The *Initiator* or *Department Recruiter* enters rankings, ratings, comments, notes and other search materials.
- The *Initiator* or *Department Recruiter* notifies interviewed candidates they were not selected.
- The *Initiator* or *Department Recruiter* also notifies not-interviewed candidates via SuccessFactors for faculty positions.